



MEMORANDUM

PSC

Agenda Item No. 5 (A)

TO: Honorable Chairperson Barbara Carey-Shuler, Ed.D.
and Members, Board of County Commissioners

DATE: September 16, 2003

FROM: George M. Burges
County Manager

SUBJECT: Miami-Dade County
CERT Grant

RECOMMENDATION

It is recommended that the Board ratify the attached resolution authorizing the County Manager to submit the FY 2003-04 Miami-Dade County CERT grant application with the State of Florida Department of Community Affairs for the Office of Emergency Management. The grant awards \$35,000 for the period October 1, 2003 to June 30, 2004. No local match funds are required. The agreement amount is based on the allocation formula developed by the State of Florida Department of Community Affairs. The grant is retroactive because grant documents were sent by the State to the County on July 24, 2003, with a return deadline date of August 15, 2003.

BACKGROUND

The mission of the CERT program is to train citizens in basic information and response to disasters and to offer basic assistance until first responders arrive. Emergency response training, along with the minimum required Personal Protective Equipment (PPE), will be provided by certified CERT Train-the-Trainers (TTT) for 100 Miami-Dade County citizens (new trainees). All new team members will also receive training boots donated by Catholic Charities and the Citizen Corps.

The Miami-Dade County CERT Program, developed by the Office of Emergency Management in 1997 in response to the effects of Hurricane Andrew, includes training in the Snapshot program, where CERT members are trained to identify levels of structural damage by using pictures and example cards. This grant award will also include a County-wide Disaster CERT refresher exercise, including a Snapshot program exercise, for 150 existing Miami-Dade County CERT team members.

Susanne M. Torriente
Assistant County Manager



MEMORANDUM

(Revised)

TO: Honorable Chairperson and Members
Board of County Commissioners

DATE: October 7, 2003

FROM: Robert A. Ginsburg
County Attorney

SUBJECT: Agenda Item No. 16(A)(29)

Please note any items checked.

- ☐ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Bid waiver requiring County Manager's written recommendation
- ☐ Ordinance creating a new board requires detailed County Manager's report for public hearing
- ☐ Housekeeping item (no policy decision required)
- ☐ No committee review

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 16(A)(29)
10-7-03

RESOLUTION NO. _____

RESOLUTION RATIFYING THE COUNTY MANAGER'S ACTION IN APPLYING FOR AND RECEIVING FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS GRANT AWARD FUNDS FOR THE MIAMI-DADE COUNTY EMERGENCY RESPONSE TEAM ("CERT") PROGRAM AND RETROACTIVELY AUTHORIZING THE COUNTY MANAGER OR HIS DESIGNEE TO EXECUTE SUCH CONTRACTS AND AMENDMENTS AS REQUIRED

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference; and

WHEREAS, at the County Commission meeting of July 10, 2003 this Board adopted Resolution No. R-805-03 which authorized the County Manager to administer County business during the period of July 25, 2003 and conclude August 22, 2003 [Agenda Item No. 11(A)(1)]; such actions(s) taken to be in accordance with the policies and procedures established by the Board of County Commissioners and be submitted to the Board for ratification at the County Commission meeting of October 7, 2003,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board approves and ratifies the County Manager's action in submitting an application, substantially in the form attached hereto, for Miami-Dade County's CERT program to the Florida Department of Community Affairs. This Board retroactively authorizes the County Manager or his designee to execute such contracts and agreements as are required by the governmental body following approval from by the County Attorney's Office; to receive and expend all monies for the purposes described in the funding request; and to file and execute any necessary amendments to the agreement for and on behalf of Miami-Dade County.

The foregoing resolution was offered by Commissioner _____, who
moved its adoption. The motion was seconded by Commissioner
and upon being put to a vote, the vote was as follows:

Dr. Barbara Carey-Shuler, Chairperson	
Katy Sorenson, Vice-Chairperson	
Bruno A. Barreiro	Jose "Pepe" Diaz
Betty T. Ferguson	Sally A. Heyman
Joe A. Martinez	Jimmy L. Morales
Dennis C. Moss	Dorin D. Rolle
Natacha Seijas	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 7th day
of October, 2003. This resolution shall become effective ten (10) days after the date of its
adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an
override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency. mmc

Mariela Martinez-Cid

120555

FEMA FY03 CERT APPLICATION

Title Page

Application Type (please check one):

☐

Start-Up

☒

Expansion

Amount Requested for Sub-Grant:

\$ 35,000

Applicant InformationName of Organization: Miami-Dade CountyAddress: 111 NW 1 StreetCity: Miami County: Dade Zip Code: 33128Federal ID #: 59-6000573**Point of Contact**Name: Joseph Pinon, Director Division of Homeland SecurityPhone: 786-336-6280Fax: 786-336-6281Email: pinon@miamidade.gov**Authorized Signature**

Please refer to page 3, #8.

Signature: <u>[Handwritten Signature]</u>	Date: <u>8/15/03</u>
Title: <u>Assistant to the Mayor</u>	

If delegation of authority has to be submitted with this application, it should be attached to this page.

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FEMA FY03 CERT APPLICATION

APPLICATION**Section I – Questionnaire** *(maximum 50 points)*

1. What type of sub-grant are you applying for? _____ Start up ~~xxx~~ Expansion

2. Is a letter of support from the corresponding County Emergency Management Agency included with this application? ~~xxx~~ Yes _____ No

3. The following are the minimum required items to be provided to all trainees under the CERT grant:

- PPE Equipment

- Hard hat

- Protective eyewear

- ID tag

- Simple dust mask or HEPA mask

- Light stick

- Reflective vest

- Latex or nitrile gloves

- Marking caulk or crayon

- Signal whistle

- Bag/backpack

- Leather or work gloves

- Disaster medical care items (gauze, triangles, etc.)

- Participant manuals

- Certificates

Will you meet these requirements? ~~xxx~~ Yes _____ No

4. The following are the minimum required items for the CERT Basic Training Course to be taught under this sub-grant:

- Utilization of the Full FEMA/FDEM CERT Basic Training Course – 317 (modules 1-6) and the Terrorism Module 8
- Utilization of a CERT Train-the-Trainer (TTT) Qualified Individual (FEMA/FDEM graduate of the CERT TTT-417 or 317 Trainer Course) as Program Manager, Course Manager, or Lead Instructor
- Utilization of Adequate Training Facility

Will you meet these requirements? ~~xxxx~~ Yes _____ No

5. The following items cannot be purchased with grant funds:

- Sophisticated radios, ex. 800 mhz or fire frequency
- Advanced Emergency Care Items
- Sophisticated First Aid kits
- Vehicles
- Response Trailers

Will you meet these requirements? ~~xxxx~~ Yes _____ No

FEMA FY03 CERT APPLICATION

6. Tracking and reporting the number of trained CERT volunteers is not only a State of Florida priority, but also a FEMA priority. Do you currently have a database in which to track the number of trained volunteers as well as someone to monitor such a database? XXXXYes ____ No
7. Please select from the list below any additional items that will be provided to the trainees or used to augment the CERT course. (These items are not mandatory but do demonstrate the applicant's ability to "stretch" the grant funds for maximum program effectiveness).

xxx	Boots or Rubber Shoe Covers		Shovels
	Hand Sledgehammer		Pry Bars
xxxx	Backboard (Inexpensive)		Human extrication dummies
	"intra team" radios (2 or 5 watt FMR) (less than \$200 for set of 2)		Cribbing Materials
	Fire extinguisher refills	xxxx	Medical item re-supply
	Informational brochures		Other:

8. A) Start Up Programs:

What is the cost per trainee for this grant?

$$\frac{\text{Grant amount request}}{\text{(Grant amount request)}} / \frac{\text{Number of Trainees}}{\text{(Number of Trainees)}} = \frac{\text{}}{\text{}} = \frac{\text{}}{\text{}}$$

- B) Expansion Programs:

Note: Expansion programs can spend up to 20% of their grant award on refresher courses.

What is the cost per trainee for this grant?

$$\frac{\$35,000 - \$7,000}{\$28,000} = \text{New } \$280$$

$$\frac{\text{(Grant amount request - Refresher course amount)}}{\text{Number of Trainees}} = \text{Refresher } \$47$$

FEMA FY03 CERT APPLICATION

Section II - Proposed Budget (maximum 10 points)

	Federal Funds	Total
1. Personnel		
A. Salary and Fringe Benefits (no greater than 5% of the total award for program administration)		\$50,000 In-kind Coordinator
B. Contractual Services	\$17,450	
Subtotal CERT Refresher Exercise	\$ 7,000	
2. Travel (no greater than 3% of the total award)	\$ 1,050	
Subtotal		
3. Expenses		
A. PPE Equipment	\$6,000	\$16,000 In-kind
B. Reproduction Costs	\$ 750	
C. Non-expendable equipment (no greater than 10% of total award)*	\$1,750	
D. General Office Supplies		
Subtotal		
4. Indirect Costs (no greater than 5% of total award)	\$1,000	
Subtotal		
Total	\$35,000	

*Examples of non-expendable equipment include: laptops, LCD projectors, video screens, etc.

Proposed Budget Narrative:

Please provide more detail regarding the line items listed above.

Miami-Dade County CERT Program Budget Narrative

1. Personnel

A. Contractual Services: TTT qualified contractor to instruct course-(21hours) \$174.50
a person X 100 persons

(In-Kind Match) \$50,000 CERT Training Coordinator donated by Miami-Dade
County

2. Travel

Staff Travel at \$.29 a mile at 1000 miles and \$760 for travel to present at State workshops
and Training Sessions

3. Expenses

A. PPE equipment: 10 kits @ \$60/kit

B. Reproduction costs: Copying manuals, brochures, certificates

C. Non-expendable equipment: for Laptop Computer and LCD Overhead
Projector

D. County-Wide Disaster CERT Refresher Exercise for 150 X \$46.67 each

(In-Kind Match) 400 Army boots for CERT Team members at \$40 value each
\$16,000

4. Indirect Costs: Overhead

Miami-Dade County CERT Program (MDCCP)
Project Narrative

The Miami-Dade County CERT Program (MDCP) was developed by Office of Emergency Management in 1997 in response to the effects of Hurricane Andrew. The mission of the CERT program was to train citizens in basic initial response skills to aid in community recovery following a catastrophic disaster. A 1-6 modules training course provided by Federal Emergency Management Agency (FEMA) was used for instruction of the course. Prior to September 11, 2001 approximately 1,000 citizens were trained. Post September 11, 2001 a section on Terrorism Awareness (module 8) was added to the lesson plan.

A Train the Trainer Program was developed and instructors were selected from the Fire Department. Most of the trainers were members of our Urban Search and Rescue Team whose expertise were nationally recognized. Approximately 20 instructors were trained. The CERT Program was brought to the attention of the public with press coverage, and community presentations at organizations such as Rotary and Kiwanis.

As of April 2003, the CERT program was aligned with the Office of Homeland Security directed by Joseph Pinon. The Office of Homeland Security will provide a full-time coordinator to oversee the CERT program. We plan to train a minimum of 100 new CERTS (including PPE kits) and provide a refresher program for a minimum of 150 existing CERT team members by June 30-, 2004.

On July 15, 16, 17 2003 Tom Weaver (Florida Emergency Management Training Coordinator) at the request of Miami-Dade County Division of Homeland Security conducted a CERT Train the Trainer program for 28 participants enhancing our local CERT training program for Miami-Dade County and Region 7. We are working closely with the Offices of Emergency Management and Fire Rescue. Future funding from Homeland Security and other grants will continue to maximize current and future resources to continue our county-wide CERT program once State funding ceases. Currently the Office of Emergency Management has an \$8,000 grant to purchase CERT Trainee PPE supplies for low income individuals unable to buy their own equipment. We have been offered a donation of several hundred pairs of Army boots to provide for our CERT members.

The Miami-Dade County CERT program is not only one of the largest programs in the country but has enjoyed a close working relationship with the new Citizen Corps Council. This relationship has provided fertile ground for additional CERT program development and volunteer recruitment.

Miami-Dade County CERT Program (MDCCP)
Project Narrative

The Miami-Dade County CERT Program includes training in the Snapshot Program. The Snapshot Program trains the CERT to identify level of structural damage by using pictures and example cards. Currently, three CERTS' have been certified in Critical Incident Stress Management (CISM) used to council other CERTS' and local citizens in times of incident stress. We have several CERTS trained in Sky Warm for NOAA. We have the South Florida Ham Radio Operators Association, many of whom are CERTS.

Miami-Dade County Local Mitigation Strategy (LMS) and the County Community Action Agency has gotten a grant to provide shutters for homes of senior citizens. LMS had asked the assistance of the CERT Program to help seniors who are not able to put up their own shutters prior to a large storm. There have been several CERTS certified in the Red Cross year-round D.A.T. Program.

We have a critical need area for funding of The Miami-Dade County CERT Program. We need a digital LED projector for our CERT instructor and funding for travel to State workshops and trainings.

Additionally, we will need a laptop and LCD overhead projector for our instructors during the day and the same supplies will be used for community outreach at night and on the weekends.

We have divided the county into three CERT regions, north, central and south. We are planning a county-wide day long Disaster Drill to highlight our CERT team members and CERT program to be used as a refresher drill for existing CERT members.

Though continuous improvement in planning and implementation, the Miami-Dade County CERT Program is uniquely qualified to be a leader; by serving as a national model for other local citizen emergency response teams.

City of Miami

WILLIAM W. BRYSON
Fire Chief



JOE ARRIK
City Manager

July 2, 2003

Phillip Johnson, WMD Coordinator
Division of Emergency Management
Department of Community Affairs
STATE OF FLORIDA
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

Re: UASI II Grant Budget Request

Dear Mr. Johnson;

In accordance with your instructions, we are submitting this letter and the enclosed budget request to confirm our concurrence with the State of Florida's plan to pass through one hundred percent of the Urban Area Security Initiative II funding to the Miami Urban Area.

As the Points of Contact for the City and County, we have prepared the enclosed budget for the first twenty-five percent of the funds in accordance with the UASI Grant Program II Application Package.

Please let us know if you need any additional information.

Enclosures

Sincerely,

Joseph R. Fernandez, Assistant Fire Chief
Disaster Management & Public Affairs Division
City of Miami

Bill Johnson, Office of Emergency Management
Miami Dade County

JRF/WPJ/lt

12